

Outcome Number: 5

Question No: 89

Topic: National Disability Insurance Scheme

Hansard Page: 28/05/2012 - CA69

Senator Fifield asked:

Can you provide the selection documentation for the CEO of the NDIS Launch Transition Agency?

Answer:

See attached.



Canberra

APPLICANT INFORMATION

Chief Executive Officer (SES Band 3)

**National Disability Insurance Scheme
(NDIS) Launch Transition Agency**

**Department of Families, Housing Community
Services and Indigenous Affairs**

Reference Number: 632

May 2012

Application Cover Page – must be completed

Candidate Details

Title	
Given Name(s)	
Surname	
Address	
Postcode	
Phone: (h) (w) (m)	
Email	
Preferred means of contact	

Current Employment

Commenced	Position & Level	Employer	Salary/Remuneration

Career Summary (Please provide a brief summary of employment history including movements within an organisation)

Year Commenced	Year Finished	Position & Level	Employer

Application Cover Page

Academic/Training Qualifications

Qualification	Institution	Year Received

Current Australian Public Service Details

AGS number

- Ongoing employee (Permanent)
 Non-ongoing employee (Temporary)

Classification

Please indicate if you are acting in a higher position

Section

Location

Department

Referee Details (Please nominate at least 2 referees)

Name:	
Title:	
Organisation:	
Phone: (h) (w) (m)	
Name:	
Title:	
Organisation:	

Application Cover Page

Phone: (h) (w) (m)	
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Please indicate how you found out about this position

- The Weekend Australia**
- Australian Financial Review**
- The Australian Public Service Gazette**
- Referral**
- Other (Please specify)**

.....
Are you an Australian citizen? Yes No

Have you accepted a redundancy benefit, severance payment or similar benefit for cessation of employment from an APS Agency or non-APS Commonwealth employer in the last 12 months? Yes No

Do you wish to identify as a member of any of the following groups?

- Aboriginal or Torres Strait Islander
- Person from non-English speaking background
- Person with a disability
- Other

Do you require special arrangements to be made for an interview?

Yes No

If yes, a member of the selection panel will contact you for more details.

The Position

Background

The Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) is the Australian Government's main source of advice on social policy and manages about one-fifth of the federal budget.

FaHCSIA works in partnership with other government and non-government organisations managing a diverse range of programs and services designed to support and improve the lives of Australians.

While FaHCSIA's national office is in Canberra, the Department also has the FaHCSIA Network comprising:

- State offices in every capital city. (The Australian Capital Territory office is administered by the New South Wales state office.) The state offices represent FaHCSIA at the state, regional and local level and work to improve the impact and management of relevant Commonwealth Government policies, programs and initiatives;
- A national network of Indigenous Coordination Centres (ICCs) in urban, regional and remote areas that are the main vehicle for coordination of programs specifically intended to support Indigenous people and to engage with Indigenous people and their representatives;
- Government Business Managers (GBMs) in the Northern Territory that are responsible for leadership, management and coordination of government services provided in Indigenous communities. The Northern Territory manages its ICC and GBM network through the north and south regional offices; and
- Other locally-based staff in Cape York, Queensland, the Anangu Pitjantjatjara Yankunytjatjara Lands, South Australia and the Kimberley, Western Australia.

FaHCSIA is committed to achieving the best possible outcomes for all Australians and to do so, we work in partnership with:

- other Australian Government departments and agencies;
- state and territory governments;
- local government;
- foreign governments;
- businesses;
- the not-for-profit community sector;
- peak representative organisations;
- service providers;
- research bodies; and
- individuals, families and communities.

Leadership

The Secretary of the Department is Mr Finn Pratt PSM. He is assisted by four Deputy Secretaries.

The Position

Ministers

- The Hon Jenny Macklin MP
Minister for Families, Community Services and Indigenous Affairs and the Minister for Disability Reform
- The Hon Julie Collins MP
Minister for Community Services, Minister for Indigenous Employment and Economic Development and Minister for the Status of Women
- The Hon Brendan O'Connor MP
Minister for Housing, Minister for Homelessness
- Senator the Hon Jan McLucas
Parliamentary Secretary to the Prime Minister and Parliamentary Secretary for Disabilities and Carers.

For more information about FaHCSIA, see www.fahcsia.gov.au

The Australian Government is currently working with the states and territories on the key design issues for the launch of a **National Disability Insurance Scheme**. The Government wants to ensure that people with disability will have a clear pathway to access the care and support they need, when they need it, regardless of where they live or how they acquire their disability.

An NDIS will be a fundamental change to how disability care and support is delivered in Australia.

The NDIS Launch Transition Agency is charged with ensuring readiness to launch the NDIS in a number of locations from July 2013.

For the latest news about the NDIS, see www.ndis.gov.au.

The Position

Chief Executive Officer National Disability Insurance Scheme (NDIS) Launch Transition Agency

Classification:	SES Band 3
Reports to:	Secretary (through Deputy Secretary)
Direct reports:	TBA
Agency size:	TBA
Location:	Canberra

Position Overview

The **Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)** is the Australian Government's main source of advice on social policy and administers about one-fifth of the federal budget. FaHCSIA works in partnership with other government and non-government organisations to manage a diverse range of programs and services designed to support and improve the lives of Australians.

The National Disability Insurance Scheme (NDIS) **Launch Transition Agency**, to be established within FaHCSIA, will ensure that the vision of a national disability insurance scheme agreed by Australian Governments becomes reality. The NDIS will be a fundamental change to how disability care and support is delivered in Australia. It will provide insurance cover for all Australians with a significant and ongoing disability and cover their reasonable and necessary long-term care and support.

A rare opportunity exists for a highly motivated and visionary leader to shape this historic reform and deliver better outcomes for people with disability, their carers and families. As **Chief Executive Officer** of the NDIS Launch Transition Agency, you will lead the design and planning of a launch of the NDIS and, subject to the agreement of governments, its implementation in a number of locations from mid-2013. This work includes building the capacity of the agency to support an NDIS, such as IT and operational systems and processes.

You will bring to this significant task your extensive experience and understanding of injury insurance or related fields, high-order capacity building ability and superior representational skills. You will be a strong manager and strategic thinker who engenders trust and respect and relishes the challenge of operating in a complex environment. Your leadership and stakeholder management skills will be complemented by your sound judgment, intellectual rigour, resilience and integrity.

FaHCSIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability.

Key Priorities

The Position

The key priorities for the CEO to support a launch of the NDIS from mid-2013 will include:

- Developing operational capacity, systems and processes to implement a NDIS launch
- Building an organisational culture to support transformational change in disability care and support and to deliver better outcomes for people with disability, their carers and families
- Engaging with state and territory agencies, disability service providers and representatives of people with disability, their carers and families on the transition to a NDIS in launch sites.
- Reporting to Ministers and governance bodies on progress with NDIS launch.

The Chief Executive Officer will be an exceptional leader and manager who can demonstrate expertise in:

- Complex insurance schemes or similar fields
- Strategic thinking and planning – responding to an evolving environment and harnessing the latest technological advances
- Stewardship of large and volatile budgets, including long-term management of cost drivers.
- Implementing reform and driving a change agenda
- Capacity building – identifying skilled staff and motivating them to high performance.
- Superior communication and representational skills – the ability to communicate complex issues to diverse audiences, and work effectively with a range of stakeholders and delivery partners.
- Leading a specialised agency and delivering results under pressure in a tight time frame.

Main Relationships

- Government
- Minister for Families, Community Services and Indigenous Affairs and the Minister for Disability Reform
- Treasurer and Deputy Prime Minister
- Parliamentary Secretary to the Prime Minister and Parliamentary Secretary for Disabilities and Carers
- FaHCSIA Executive
- NDIS Board
- Other Commonwealth agencies
- State and Territory Treasurers and Ministers for Disability
- State and Territory governments
- Disability service providers
- People with disability, carers and their representative organisations.

Remuneration

The Position

A total remuneration package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking.

Other entitlements (in addition to TRP) include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation or accommodation assistance (if relevant).

Tenure

The successful candidate will be offered a non-ongoing contract for two years with the possibility of extension.

Eligibility

This position requires a Negative Vetting Level 1 security clearance.

Qualifications

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

Selection Criteria

Selection Criteria

The criteria below are applied when selecting for Senior Executive Service positions within the Australian Public Service. When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. SES selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate performance. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. (Please note that it is not necessary to address the capabilities and behaviours individually.)

Shape Strategic Thinking

Relevant capabilities and behaviours:

- *Inspires a sense of purpose and direction*
- *Strategic focus*
- *Ability to recognise opportunities, harness information*
- *Shows judgement, intelligence and common sense*

Achieve Results

Relevant capabilities and behaviours:

- *Organisational capability*
- *Professional expertise*
- *Implements change*
- *Ability to clarify ambiguities*
- *Closure and delivery*

Exemplify Personal Drive and Integrity

Relevant capabilities and behaviours:

- *Professionalism and probity*
- *Risk-taking and personal courage*
- *Action orientation*
- *Resilience*
- *Self awareness*
- *Commitment to personal development*

Cultivate Productive Working Relationships

Relevant capabilities and behaviours:

- *Nurtures internal and external relationships*
- *Facilitates co-operation and partnerships*
- *Values differences and diversity*
- *Guides, mentors and develops people*

Communicate with Influence

How to Apply

Relevant capabilities and behaviours:

- *Communicates clearly*
- *Listens, understands and adapts to different audiences*
- *Negotiates persuasively*

Other desirable attributes

The successful applicant must be regarded credibly within the insurance and disability sectors.

How to Apply

Applications are to comprise:

1. A covering letter;
2. Claims, detailing relevant skills and experience against the selection criteria;
3. A copy of your Curriculum Vitae or Resume that sets out relevant qualifications and experience; and
4. The names and contact details of two referees.

The preferred method of submission of applications is to email, preferably in **Word format** and quoting **Reference Number 633** in the subject line to:

admin@hsexecsearch.com.au

Applicants who do not have access to email should forward their applications to:

Christine O'Donnell
General Manager
Talent Partners
PO Box 4162
MANUKA ACT 2603

Applications must be received by COB on Monday 28 May 2012.

Please note:

It is our standard practice to acknowledge the receipt of all applications via email. In the event that you do not receive an email acknowledging receipt of your application, please contact us on (02) 6162 7777.

Tips for preparing your application

When framing your application, you should take account of the requirements of the position and the selection criteria against which you will be assessed.

The following are some tips that may help you in preparing your application:

- Provide a cover sheet which states: your name, the position (with Reference Number) applied for, your current contact details, current position, current approximate remuneration, educational qualifications and referees (where possible)
- Keep your application succinct (7-10 pages as a guide only).
- Include key elements such as:
 - an employment history;
 - a short summary identifying your specific achievements, skills and what you can offer to this role; and
 - a statement of claims which illustrates your experience against the requirements of the role/selection criteria.

NB: This should preferably be in a single document for ease of handling.

- It is important that the information in your application is correct, particularly dates and contact details, and it also helps if you clearly nominate whether the organisation is a government (Commonwealth, State or Territory), private sector, or community organisation etc.
- For more recent roles (approximately the last 10 years) a quick snapshot of the key responsibilities you had in each role would be valuable; while we do not generally require detailed information on roles held more than ten years ago, we do need to have a full picture of your career history.
- Please also include dates and details relating to your educational qualifications.
- The format for applications is quite flexible – we do not require fancy presentation, but we do need the application to be easy to read, accurate and concise.

We wish you all the best with your application.

Privacy Policy

This executive search assignment is being managed by **Talent Partners Canberra** on behalf of our client, the Department of Sustainability, Environment, Water, Population and Communities. The details you provide to us when applying for this position are covered by the provisions of the Commonwealth *Privacy Act 1988*. In submitting an application, you authorise us to use the information you have provided for the recruitment process in relation to this position.

At **Talent Partners Canberra**, we aim to build relationships of trust with our clients and candidates, so we maintain the highest standards of honesty, confidentiality, consideration and fairness. Our business relies on information about people and respect for an individual's right to privacy is fundamental to these standards. This document explains how we collect and manage the information you give us.

What do we collect?

The personal information we collect about you is generally the information you have included in your application, resume or CV. It could include your name, mailing address, telephone numbers, email address, academic qualifications, professional memberships, employment history etc. We may collect this information when you deal with us by telephone, letter, facsimile, email or any other means of communication, such as websites.

We may also collect evaluative information relating to your suitability for executive positions, such as referee comments, interview notes and a record of contact with individuals. In addition, our data may include biographical details found in the public domain, as well as information gathered from private sources.

Sensitive information or opinion about an individual's racial and ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a trade union, health, sexual preferences or practices or criminal records is generally not necessary for our business. We will not collect, keep or use this information without your specific consent.

Information regarding membership of a professional or trade association is also regarded as sensitive and is occasionally considered relevant to your suitability for a position. Please let us know if you object to us collecting, using or disclosing this information.

Why do we collect and how do we use this information?

We use the information you provide to determine your suitability for an advertised role or a search assignment. As an executive search firm, we are dependent on assignments from client organisations for our work and we cannot predict with certainty the positions we are asked to fill. Consequently, we maintain a database of information about people, based on the likelihood that we will need to contact them at a future date because of their current position or past experience.

Your personal information will be used in our executive search business only. If you object to us using your information, we may be limited in our ability to provide services to you.

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. We will only disclose your information to our clients for the purpose of seeking a position for you. We may also disclose some personal information to your referees during the reference checking process.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information. We will tell you if this occurs, unless doing so is itself unlawful.

If we engage third party contractors (such as scribes) to perform services for us which involve handling personal information, we will take all reasonable steps to ensure that the contractor only uses the information for the purpose for which it was supplied.